

Retention and Classification Report

Agency: Department of Workforce Services (2750)

140 East 300 South
Salt Lake City, UT 84111

Records Officer Kent Naisbitt

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AGENCY: Department of Workforce Services

SERIES: 21454

3

TITLE: Active client case files

DATES: 1998-

ARRANGEMENT: Alphabetical by surname thereunder numerical by case number

DESCRIPTION:

These are complete case histories of clients receiving eligibility services. it also contains the eligibility case files from the Bureau of Eligibility Services at the Department of Health and transferred to the Department of Workforce Services in 2007.

RETENTION:

Retain 11 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 56.

AUTHORIZED: 08/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then transfer to State Records Center provided no litigation pending. Retain in State Records Center for 1 year and then destroy.

Computer data files: Retain in Office for 11 years after case closes and then delete.

AGENCY: Department of Workforce Services

SERIES: 21454

TITLE: Active client case files

(continued)

APPRAISAL:

Administrative Fiscal

These records have fiscal value as they track the expenditure of public funds and must be created and maintained to meet the requirements established by 42 C.F.R. 431.17.

RETENTION JUSTIFICATION:

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 27698

3

TITLE: Alien labor certification

DATES: 1980-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records are prevailing wage requests and job order requests which are used to provide temporary labor certification for both agriculture and non-agriculture foreign workers. Prevailing wage requests are used to ensure compliance with the Immigration and Nationality Act (INA) which requires that hiring foreign workers not adversely affect wages and working conditions for U.S. workers comparably employed.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

AGENCY: Department of Workforce Services

SERIES: 27698

TITLE: Alien labor certification

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 28648

1

TITLE: Deputy director email

DATES: 2005-

ARRANGEMENT: Alphabetical by last name, thereunder chronological by date

DESCRIPTION:

Email correspondence of the deputy directors of Workforce Services

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Historical

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 28647

3

TITLE: Deputy director email correspondence

DATES: 2005-2015

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records support the agency's executive function to operate the agency's programs and employees. These records document unique information relating to the functions, policies, procedures or programs of an agency. Information includes incoming and outgoing business-related email correspondence. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 02/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Department of Workforce Services

SERIES: 28647

TITLE: Deputy director email correspondence

(continued)

APPRAISAL:

Historical

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 9233

3

TITLE: Employers, employment and wages by size reports

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

Employment and wage data for Utah non-agricultural employers are categorized in this publication by employment size for the month of March in each of the designated years. Grouping data by these criteria provides a useful tool to analyze the characteristics of Utah employers. For example, general trends of the size of Utah employers and employment concentrations by employer size class can be established. Wage levels for large, medium and small firms can also be evaluated.

In this publication, data are presented for both establishments and firms. The term "establishment" is generally defined as a specific physical worksite for an employer. For most employers, this is an actual street location at which business is conducted. The term "firm" is used to identify an employer's total statewide operations. The 1967 report covers the time period of 1937-1967.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 07/09/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2002. Retain in State Archives permanently with authority to weed.

CD-ROM: For records beginning in 2002 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Department of Workforce Services

SERIES: 9233

TITLE: Employers, employment and wages by size reports

(continued)

APPRAISAL:

Historical

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 9227

3

TITLE: Employment applications

DATES: 1986-

ARRANGEMENT: None

DESCRIPTION:

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

AGENCY: Department of Workforce Services

SERIES: 9227

TITLE: Employment applications

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 3796

3

TITLE: Employment newsletter

DATES: i 1955-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/30/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1955 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 9228

1

TITLE: Federal unemployment programs claims and files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Administrative Fiscal

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 9229

1

TITLE: Investigation case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 23033

3

TITLE: Labor market reports

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports by the Department of Workforce Services which provide the public with information pertaining to employment by industry, hours and earnings, economic events, consumer price index, cost of living and emerging occupations.

Moved to online electronic edition January 2003, though available on CD-ROM.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

CD-ROM: For records beginning in 2003 and continuing to the present. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2004 and continuing to the present. Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This series contains reports by the Department of Workforce Services which provide the public with information pertaining to employment by industry, hours and earnings, economic events,

AGENCY: Department of Workforce Services

SERIES: 23033

TITLE: Labor market reports

(continued)

consumer price index, cost of living and emerging occupations.
Moved to online electronic edition January 2003.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 9230

3

TITLE: Labor statistics reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This series contains labor statistics reports created by the Department of Employment Security.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently provided one copy has been transferred to the State Archives.

APPRAISAL:

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 23044

3

TITLE: Occupational wages reports

DATES: 1945-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports created by the Department of Workforce Services (formerly created by the Department of Employment Security) to provide employers, employees and the public with wage information for public and private industries. The reports contain information pertaining to job titles, job title definitions, employment, average wages, and median wages.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This series contains reports created by the Department of Workforce Services (formerly created by the Department of Employment Security) to provide employers, employees and the public with wage information for public and private industries. The reports contain information pertaining to job titles, job title definitions, employment, average wages, and median wages.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

AGENCY: Department of Workforce Services

SERIES: 23044

TITLE: Occupational wages reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 19831 3

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

AUTHORIZED: 03/18/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then delete.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services

SERIES: 19831

TITLE: Public assistance case management information system reports (PACMIS)

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 23058

3

TITLE: Publications

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, employment, unemployment, labor, economics, and all other activities of the Department of Workforce Services. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/27/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Department of Workforce Services

SERIES: 23058

TITLE: Publications

(continued)

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 9231

3

TITLE: Unemployment insurance claims

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records include claims for unemployment insurance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal Legal

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The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 9232

1

TITLE: Unemployment tax and status reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 3602

3

TITLE: Veterans in Utah reports

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports document the size and nature of the State's veteran population. The reports were designed by the Department of Employment Security to help all interested groups approach the subject of veterans employment. Information includes the types of services available to veterans, and the number of veterans in need. HOLDINGS: 1978, 1985.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1978 and continuing to the present. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Workforce Services

SERIES: 3602

TITLE: Veterans in Utah reports

(continued)

APPRAISAL:

Historical

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services

SERIES: 19830

3

TITLE: Work incentive case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 14.

AUTHORIZED: 03/18/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

AGENCY: Department of Workforce Services

SERIES: 19830

TITLE: Work incentive case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services

SERIES: 3908

3

TITLE: Workforce News

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains newsletters by the Department of Workforce Services (previously created by the Department of Employment Security) which provide the public with current economic conditions. The reports contain information pertaining to employers, economic events, regional information, population figures, wage data, economic indicators, construction and gross taxable sales. The newsletter switched from a quarterly to twice-yearly in September 2000.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/03/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This series contains newsletters by the Department of Workforce Services (previously created by the Department of Employment Security) which provide the public with current economic conditions. The reports contain information pertaining to employers, economic events, regional information, population figures, wage data, economic indicators, construction and gross taxable sales.

The 11 year retention is based on the maximum possible retention.
8/20//2015 CDM

AGENCY: Department of Workforce Services

SERIES: 3908

TITLE: Workforce News

(continued)

PRIMARY CLASSIFICATION:

Public